

SECRET

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[redacted] Special Assistant to the
Executive Officer. OC

18 December 1963

CIA Records Administration Officer

Office of Communications Disposition Schedule

1. In accordance with your request on 17 December, I am attaching some material to guide you in the preparation of a revised Records Control Schedule for the Office of Communications. I understand that you are now in process of revising the present schedule to make provision for specific disposition instructions and to include policy, historical and other significant records.

2. On this basis I have asked the Chief, Archives and Records Center to issue a job number for the four (4) cubic feet of records which you wish to retire to the Center now.

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Attachments

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cc: [redacted] Chief, Archives & RC)

MORI/CDF